

4 September 1947

MEMORANDUM TO CHIEF, [REDACTED]

SUBJECT: Report of Assistant Director for Operations on Visit  
to [REDACTED]

Attached is a copy of notes compiled by the Assistant Director for Operations from his inspection of your mission last month. The following action is being taken or should be taken by you in regard to each of the items therein:

1. This office concurs in the belief that the security of the mission is not complete. In the future, therefore, no classified materials not operationally necessary will be sent overseas. A revision of your Table of Organization has been requested to provide for an administrative assistant to handle administrative matters and classified material.

2. This office has recommended that the [REDACTED] be permitted to appoint local employees in much the same manner as the European missions do. Pending approval or rejection of this request, arrangements are being made to transfer an English monitor from headquarters to your operation.

3. Please investigate the availability of a library of sound films to your location, and report on this and on the desirability from a morale point of view of obtaining a projector.

4. Each mission is under legal obligation to retain flimsy carbon copies of original texts and summaries for a period of three years. In practice, requests from the Department of Justice for such material date back well beyond the three year period. Pending a move of the mission to a new location, therefore, please regard these flimsy files as permanent. Any other files of broadcast material need be retained only as long as they are operationally convenient to you.

5. Promotion of members of your staff to grades as allocated in the Table of Organization will be made in accordance with your recommendations as soon as the Table of Organization is made effective.

6. A request for revision of your proposed Table of Organization to include two additional intercept operators has been made by this office.

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Chief,

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7. Please initiate requisitions for whatever additional reference matter to be utilized to advantage under the direction of the librarian provided for in your Table of Organization.

8. Inquiry as to the cost of airmailing continental newspapers on a daily basis reveals that such cost would be prohibited. Please report whether a subscription to the New York Times via regular mail would be of value to you.

9. Please make a survey of all your receiving and communications equipment, and give this office specific recommendations as to replacements necessary.

Acting Chief, FBIB

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FKE:edr  
Attachment

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